

In-Service Training Coordinator Duties

➤ ***What are the requirements to be eligible to serve as an In-service Training Coordinator?***

The In-Service Training Coordinator shall meet the following criteria:

- Have four years of practical experience as a criminal justice officer or as an administrator or specialist in a field directly related to the criminal justice system.
- Hold General Instructor certification
- Have successfully participated in the "Coordinating In-service Training Course" for the purpose of familiarization with the trainee and instructor evaluation.
- Submit a request form to the appropriate Division.

➤ ***What are the responsibilities of an In-service Training Coordinator?***

According to NCAC 09E.0109, an In-service Training Coordinator shall:

- a) Administer the delivery of the In-service Training course curriculum
- b) Select and schedule instructors
- c) Ensure that each instructor utilizes the appropriate lesson plan
- d) Monitor, or designate a certified instructor to monitor the presentations of instructors during course deliveries and prepare a written evaluation on their performance and suitability for subsequent instructional assignments.
- e) Maintain records of all in-service training received by the agency's officers to include, at a minimum:
 - (1) Course title
 - (2) Delivery hours of course
 - (3) Course delivery dates
 - (4) Names and addresses of instructors utilized for each topic
 - (5) A roster of enrolled trainees documenting class attendance; and
 - (6) Test scores (if appropriate) from in-service training.

➤ ***Do school directors (who are in charge of in-service training) have to attend the "Coordinating In-service Training Course"?***

No. It is not mandatory for school directors to attend the Coordinating In-service Training Course, but they may attend if they choose.

- ***Does my agency have to appoint someone as the In-service Training Coordinator?***

No. This position is available for those agencies that conduct in-service training in-house and primarily use instructors from their agency. If your agency out-sources in-service training to the community colleges or other agencies, then you do not need someone designated as an In-service Training Coordinator.

- ***As an In-service Training Coordinator, which instructors can I evaluate and recommend for renewal?***

In-service Training Coordinators may evaluate and sign instructor renewal forms for any Commission certified instructor used in the delivery of in-service training for the In-service Training Coordinator's agency.